



File Number: \_\_\_\_\_

**Talbot County Office of Planning and Permits**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

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### Administrative Site Plan Review Application

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**Office Use Only:**

Fee Paid: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Time: \_\_\_\_\_

Critical Area: \_\_\_\_\_ Forest Conservation Plan: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Business Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell Number: \_\_\_\_\_

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Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_

List Historical Significance/Impacts: \_\_\_\_\_

Within Town Growth Area: Y/N Critical Area: Y/N Within a Gateway Overlay Zone: Y/N

**Water:** Community: \_\_\_\_\_ or Individual: \_\_\_\_\_ **Sewer:** Community: \_\_\_\_\_ or Individual: \_\_\_\_\_

**Square Footage and Use of All Existing Structures:**

Square Footage: \_\_\_\_\_ Use: \_\_\_\_\_ Existing

Square Footage: \_\_\_\_\_ Use: \_\_\_\_\_ Existing

Square Footage: \_\_\_\_\_ Use: \_\_\_\_\_ Existing

Cumulative Total of new square footage as of June 13, 2009: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Shifts: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Summary of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was a pre-application/pre-submission meeting conducted for this project? Y / N: If so what date? \_\_\_\_\_

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Agent/Contact Person: \_\_\_\_\_

Telephone Number(s) of Agent/Contact Person: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Registered Engineer or Surveyor:**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s) of Agent/Contact Person: \_\_\_\_\_ Fax Number: \_\_\_\_\_



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### **Administrative Site Plan Review Application**

All Applicants must complete and submit the following for Administrative Site Plan projects:

- \_\_\_\_\_ 1. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.
- \_\_\_\_\_ 2. Six (6) paper copies of site plans represented at a size of not more than 100 feet per inch. Applicant shall submit additional site plans upon request for review by municipalities as needed.
- \_\_\_\_\_ 3. Six (6) copies of building elevations.
- \_\_\_\_\_ 4. Six (6) copies of existing floor plans.
- \_\_\_\_\_ 5. Six (6) copies of all approved and recorded deeds for the subject land.
- \_\_\_\_\_ 6. Six (6) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- \_\_\_\_\_ 7. Completed checklist addressing all requirements for an Administrative Site Plan submittal.

**Applicant's failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for a minor or major site plan submission.**

\_\_\_\_\_  
Signature of MD Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date

**Important:** Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.

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Administrative Site Plan Application shall be accompanied by:

- \_\_\_\_\_ 1. Administrative Site Plan Checklist, Page 3 and 4.
- \_\_\_\_\_ 2. Independent Procedures Disclosure and Acknowledgement Form, Page 5.
- \_\_\_\_\_ 3. Property Directions, Page 6.



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### **Administrative Site Plan Checklist**

Applicant/Project Name: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Agent/Representative/Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

The Agent/Representative/Surveyor will review the Site Plan submission & application for completeness and accuracy and each item shall be checked as follows:

- Y = Information Complete and accurate  
N/A = Information Not Applicable  
W = Waiver of required information. A separate request shall be submitted with this application in writing to the Planning Officer.

### **Required Notation and Information**

Based on unique characteristics of each parcel and use, the Technical Advisory Committee and/or the Planning Officer may require additional information to be submitted during the review and approval process.

- \_\_\_\_\_ 1. The name of the proposed project.
- \_\_\_\_\_ 2. Name, address and telephone number of the property owner(s), business owner(s), and/or contract purchaser, etc.
- \_\_\_\_\_ 3. Deed reference of property.
- \_\_\_\_\_ 4. Name, address and telephone number of any consultants/professionals used to prepare the site plan.
- \_\_\_\_\_ 5. Tax Map, Grid, Parcel, and Lot numbers for property to be included in title block.
- \_\_\_\_\_ 6. Zoning district designation.
- \_\_\_\_\_ 7. Month, Day and Year of plan preparation and latest plan revision with brief description of revision.
- \_\_\_\_\_ 8. Vicinity map at a scale of not less than 1"=1,000'.
- \_\_\_\_\_ 9. Graphic Scale for plan view and vicinity map.
- \_\_\_\_\_ 10. North Arrow for plan view and vicinity map.
- \_\_\_\_\_ 11. Lot size.
- \_\_\_\_\_ 12. Maximum lot coverage permitted per *Talbot County Code* and maximum proposed lot coverage.
- \_\_\_\_\_ 13. Scaled floor plans of existing structures defining specific uses and the square footage of each individual use within the structure(s).
- \_\_\_\_\_ 14. Required building/development setbacks applicable to the site including:
  - \_\_\_\_\_ property line setbacks
  - \_\_\_\_\_ special setbacks from State Highways
  - \_\_\_\_\_ shoreline development buffer/tidal wetland buffer
  - \_\_\_\_\_ non-tidal wetland buffer
  - \_\_\_\_\_ stream setbacks
  - \_\_\_\_\_ well setbacks
  - \_\_\_\_\_ Sewage Disposable Area Buffer
- \_\_\_\_\_ 15. Computations of the total area of:
  - \_\_\_\_\_ lot
  - \_\_\_\_\_ building floor area for each type of use (existing)
  - \_\_\_\_\_ landscape areas (existing) not limited to state/private tidal wetlands
  - \_\_\_\_\_ areas of Chesapeake Bay Critical Area
  - \_\_\_\_\_ areas of existing building(s), road(s), parking
- \_\_\_\_\_ 16. Critical Area Boundary
- \_\_\_\_\_ 17. Shoreline Development Buffer/expanded buffer as required
- \_\_\_\_\_ 18. Features and structures located on property (existing)
- \_\_\_\_\_ 19. Dimensions of all features and structures located on property (existing)
- \_\_\_\_\_ 20. All Building Restriction Lines (B.R.L.s)

- \_\_\_\_\_ 21. Location of all existing landscaped areas showing the design and the varieties of plant materials to be used and provisions for maintenance.
- \_\_\_\_\_ 22. A legend to include various pattern types/line styles to be used for the purpose of identifying multiple surfaces, uses, and features unique to the site and/or use.
- \_\_\_\_\_ 23. Exterior lighting specifications for all existing fixtures to ensure compliance with the *Talbot County Code*.
- \_\_\_\_\_ 24. All off-street parking, loading spaces, and walkways, indicating the type of surfacing, size, stall angles, widths of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with *Talbot County Code*, Chapter 190.
- \_\_\_\_\_ 25. A parking calculation table indicating the number of parking spaces provided and required in accordance with *Talbot County Code*, Chapter 190.
- \_\_\_\_\_ 26. Location, type and size of all accesses providing ingress and egress of site.
- \_\_\_\_\_ 27. Location, design, size, height, number and orientation of all proposed signs in accordance with *Talbot Country Code*, Chapter 190.
- \_\_\_\_\_ 28. Location, type, size, and height of fences, walls, screen planting, landscaping and buffer areas.
- \_\_\_\_\_ 29. All provisions for the adequate disposition of natural runoff and storm water in accordance with the duly adopted design criteria and standards of the County, indicating location, sizes, types, and grades of ditches, catch basins, and pipes and connections to existing drainage systems.
- \_\_\_\_\_ 30. Location of existing property lines, lengths and bearings, easements, and right-of-ways.
- \_\_\_\_\_ 31. Location of existing buildings, watercourses, wetlands (tidal and non-tidal), forests, wooded areas, hedgerows, individual mature trees, 100 year flood plains, habitats of threatened and endangered species, steep slopes, existing forest conservation areas, and other significant features of the site identified from available mapping sources and general field observations.
- \_\_\_\_\_ 32. Location, width, name and type of all existing road or right-of-way within or immediately adjacent to the site.
- \_\_\_\_\_ 33. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the site.
- \_\_\_\_\_ 34. Location of existing well with corresponding tag information clearly identified.
- \_\_\_\_\_ 35. Location of existing septic system with proper labeling of each of the components (see Talbot County Department of Environmental Health).
- \_\_\_\_\_ 36. Location of approved Sewerage Disposal Area (see Talbot County Department of Environmental Health for additional information).
- \_\_\_\_\_ 37. Location of existing sewer service connection, if applicable.
- \_\_\_\_\_ 38. Location of proposed sewer line running from structure to Sewage Disposal Area as well as location of proposed septic tank(s), sewage lift pump chamber, and/or force main(s) as applicable.

Initial commercial establishment or change of use shall require a groundwater appropriation permit prior to site plan approval (See Talbot County Department of Environmental Health)

Applicant(s) failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate. Any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

**I hereby certify that this checklist and the associated plan are technically correct and accurate to the extent necessary for meeting the Talbot County requirements for minor/major site plan review submission.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Name (Please Print)



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### **Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Office of Planning and Permits, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Office of Planning and Permits nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Office of Planning and Permits, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

